

MEETING NOTICE

TO: Budget, Finance & Investment Committee

FROM: Joyce Ealy, Chairman

TIME: Thursday, September 5, 2013 – 5:30 P.M.

PLACE: Courthouse, Room 205

AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Risk Management
 - A. Financial Report
5. General Fund Budget Amendments:
 - A. Election Commission
 - B. Planning & Engineering
 - C. Agriculture Extension
 - D. Correctional Work Center
 - E. Sheriff's Department (2)
6. Ambulance Service Fund Budget Amendment
7. Request from Property Assessor to Submit an Application for the Clean Tennessee Energy Grant Program
8. Request from Juvenile Detention to Reapply for the Title I Grant Through the Tennessee Alliance for Children and Families
9. General Purpose School Fund & Education Capital Projects Fund Budget Amendments
10. Grant Contract with Tennessee Department of Health
11. Information Regarding the Concept of Constructing a New Judicial Building
12. Other Business

* * * *

To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.

* * * *

cc: Commissioners
Ernest Burgess
Jim Cope
Teb Batey
Jeff Davidson
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

EXPLANATION OF AGENDA ITEMS

1. The minutes of the August 8, 2013 Budget Committee meeting will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. The Finance Director will present the Fund Condition Report for the month ending August 31, 2013
4. Risk Management Report:
 - A. The Insurance Director will be presenting the monthly Insurance Financial Report.
5. **General Fund Budget Amendments:**
 - A. At the June 13, 2013 County Commission meeting, a Resolution was adopted authorizing the Election Administrator to apply for a Grant from the Tennessee Division of Elections to receive a new state computer and to acquire/upgrade new voting equipment. The Election Commission has been notified that the request of \$364,350 has been approved. The Election Administrator will be requesting approval of the following budget amendment to recognize the grant revenue to be received and to appropriate it for Data Processing Equipment:

| | | |
|-------------------|--|-----------|
| Increase Revenue: | 101-46980 – Other State Grants - | \$364,350 |
| Increase Expend.: | 101-51500-709 – Data Processing Equip. - | \$364,350 |

- B. The Planning & Engineering Department will be requesting approval of the following budget amendment to transfer funds within the budget to provide funding for In-Service Training to facilitate training on the new AutoCAD program:

| | | |
|-------|---|-----------|
| From: | 101-51720-709 – Data Processing Equipment - | \$ 11,000 |
| To: | 101-51720-196 – In-Service Training - | \$ 11,000 |

- C. The Agriculture Extension Director will be requesting approval of the following budget amendment to utilize accumulated reserves from rental space to purchase livestock panels and to replace the roof:

| | | |
|-------|--|-----------|
| From: | 101-34640 - - AGRI – Committed for Agriculture/Natural Resources - | \$100,000 |
|-------|--|-----------|

| | | |
|-----|--|-----------|
| To: | 101-57100-335 – Maint./Repair Buildings - | \$ 80,000 |
| | 101-57100-499 – Other Supplies/Materials - | 20,000 |

- D. The Correctional Work Center Superintendent will be requesting approval of the following budget amendment to provide sufficient funds for the medical services contract with Dr. Rudd. An additional \$60,000 is needed for fiscal 2013-14 for indirect costs and off-site medical. An additional \$58,274.66 is needed to settle accounts with Dr. Rudd on the medical services contract for fiscal year 2012-13:

| | | |
|-------|---|-----------|
| From: | 101-39000 – Unassigned Fund Balance - | \$118,275 |
| To: | 101-54220-399 – Other Contracted Services - | \$118,275 |

- E. The Sheriff's Department will be requesting approval of the following budget amendments to request remaining GHSO Grant funds from the 2012-13 budget and to appropriate it for Overtime Pay and the related benefits:

| | | |
|-------|---------------------------------------|-----------|
| From: | 101-39000 – Unassigned Fund Balance - | \$ 10,831 |
|-------|---------------------------------------|-----------|

| | | |
|-----|-------------------------------------|----------|
| To: | 101-54110-187 – Overtime Pay - | \$ 9,000 |
| | 101-54110-201 – Social Security - | 558 |
| | 101-54110-204 – State Retirement - | 1,142 |
| | 101-54110-212 – Employer Medicare - | 131 |

Explanation of Agenda Items (cont'd)

The Sheriff's Department will also be requesting approval of the following budget amendment to request remaining funds from the 2012-13 budget for donations received for Shop with the Sheriff, Explorers, and K-9:

| | | |
|-------|---|----------|
| From: | 101-39000 – Unassigned Fund Balance - | \$ 5,658 |
| To: | 101-54110-399 – Other Contracted Services - | \$ 5,658 |

6. The Ambulance Service Director will be requesting approval of the following budget amendment to appropriate insurance proceeds received last fiscal year for the value of the director's wrecked truck and an additional \$15,000 to purchase a new vehicle for the director:

| | | |
|-------|--|----------|
| From: | 118-34730 – Assigned for Public Health Welfare - | \$30,468 |
| To: | 118-55130-718 – Motor Vehicles - | \$30,468 |

7. The Property Assessor will be requesting permission to apply for the 2014 Clean Tennessee Energy Grant to purchase electric/hybrid vehicles.
8. The Juvenile Detention Center is currently receiving a Title I Grant from the Tennessee Alliance on Children and Families. The grant expires September 30, and the Juvenile Detention Center Director will be requesting to reapply for the grant. No matching funds are required.
9. **General Purpose School Fund & Education Capital Projects Fund budget amendments:**

The Director of Schools will be requesting approval of the following budget amendments:

- A. Spectrum – The State has asked that Gifted Programs be moved from the Special Education major function to the Regular Education major function. This amendment will amend \$1,495,806 in already budgeted expenditures to function 71100, Regular Education, from 71200, Special Education, and to amend \$115,676 in already budgeted expenditures to function 72210, Regular Education Program, from 72220, Special Education Program.
- B. Energy Position – Initially funded by grant. To amend \$64,918 in Other State Revenue, Account 46590, and to amend \$64,918 in staff and benefits for the system's Energy Manager.
- C. Career Ladder – To reduce Career Ladder Extended Contract Revenue, Account 46612, and the related Career Ladder Expenditures by \$37,507 and to reclassify the superintendent's Chief Operating Officer Supplement.
- D. Education Capital Projects (Fund 177) Amendment for On-going Projects. To amend \$416,184 from the Capital Projects Fund Balance in order to complete the 2012-13 projects.
- E. General Purpose Amendments from Fund Balance – Textbooks. This amendment takes \$1,250,000 from Unassigned Fund Balance in order to increase the 2014 budget for textbooks - \$1,200,000 for regular education textbooks and \$50,000 for vocational textbooks.
- F. Blackman Middle Annex – To amend \$623,800 from the General Purpose School's Unassigned Fund Balance and transfers it to the Building Program in order to fund the lowest construction bid for the Blackman Middle Annex building project. The \$623,800 will be added to the building construction line for this project.

Explanation of Agenda Items (cont'd)

10. The Finance Director will be requesting approval of the annual Grant Contract with the Tennessee Department of Health in the amount of \$2,112,300, which has already been included in the county's 2013-14 budget.
11. At the Property Management Committee on August 22, 2013, the concept of constructing a new Judicial Building was discussed. A motion was made and approved unanimously by roll call vote to forward the concept to the Public Safety Committee for the security aspects and to forward to the Budget Committee for discussion.
12. Other Business